



The City of Hialeah, Florida (hereinafter referred to as the "City"), is hereby soliciting Proposals for a three year term, with an option to renew for two consecutive years, from all Qualified Companies/Entities to furnish all labor, materials, tools, and equipment necessary to provide regular and systematic elevator maintenance for each of the facilities as specified herein.

For the purposes of this RFP, a Qualified Company/Entity means a company/entity that has submitted Form A-8, and a Statement of Qualifications, Section 3.6, to the City and was deemed qualified by the City. Any Qualified Company wishing to submit a Proposal shall comply with the requirements contained in this Request for Proposals ("RFP" or "Solicitation") for Elevator Maintenance Services (RFP Number: 2016-17-8500-36-007).

Each Proposal shall be submitted in a sealed envelope. The outside of each sealed envelope must clearly indicate the name and number of this RFP (Elevator Maintenance; RFP Number: 2016-17-8500-36-007); the Proponent's name and address; and the name and telephone number of the Proponent's contact person.

Each Proposal shall be delivered to the City no later than the date and time specified below. Proposals received after said date and time will not be considered and no time extensions will be granted. Each Proposal shall be delivered to the City of Hialeah, Office of the City Clerk, Hialeah City Hall, 3rd floor, 501 Palm Avenue, Hialeah, FL 33010.

The City's schedule for this Solicitation is as follows:

Event	Date	Time
Advertisement Date:	Monday April 10, 2017	
Pre-Submittal Conference:	Tuesday April 18, 2017	11:00 AM
Last Date for Receipt of Written Questions:	Tuesday April 25, 2017	2:00 PM
Deadline for Submittal of Proposals*:	Tuesday May 9, 2017	11:00 AM
Evaluation of Proposals:	TBD	
City Council RFP selection meeting Date:	TBD	

(The City reserves the right to delay or modify scheduled dates and will notify Proponents of all changes in scheduled dates.) *Irrevocable and cannot be withdrawn for 180 days from submittal. Copies of this Solicitation may be obtained from the Purchasing Department. Proposal Opening immediately follows the Deadline for Submittal of Proposals.



MANDATORY PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held on the date and time specified above at City Hall, 3rd floor, 501 Palm Avenue, Hialeah, FL 33010, in the City Council Chambers, to discuss the special conditions and requirements included in this RFP. Each Proponent must attend the Pre-Submittal Conference. Each Proponent should bring a copy of this RFP to the conference because additional copies of this RFP will not be available. Proposals submitted by Proponents not in attendance at the Pre-Submittal Conference will not be considered. Copies of this Solicitation may be obtained from the Purchasing Department.

ACCEPTANCE AND REJECTION OF PROPOSALS

The City reserves its right to: reject any or all Proposals, with or without cause; waive minor irregularities with regard to the RFP requirements and the Proposals received; and award the City's contract to the Proponent that is deemed to be responsible, responsive, and providing the best overall value to the City.

Please be advised that this Solicitation is issued subject to the City of Hialeah's Code of Ordinances. Communications with the Mayor, City Council, and City Staff are restricted, as specified in Sections 5.5 and 5.18 of this Solicitation.

We look forward to your active participation in this Solicitation.

Sincerely,



Luis A. Suarez

Acting Purchasing Manager